

**Arizona Department of Juvenile Corrections
Operating Policies and Procedures Manual
Medical Health Services**

PROCEDURE NO. 3000.04	REF. POLICY NO. 3000	EFFECTIVE: 03/18/04 PRIOR ISSUE: 02/01/96
TITLE: Responsibility to Inform Parents	AUTHORIZED: W. Dean Neitzke, Assistant Director, Medical Health Services	

I. Purpose:

Arizona Department of Juvenile Corrections (ADJC) Medical Health Services Division ensures parents or guardians of committed juveniles are notified of significant medical incidents.

II. Rules:

1. **THE CORRECTIONAL REGISTERED NURSE SUPERVISOR (CRNS), DENTAL STAFF**, or designee shall inform parents or guardians of juveniles' illness or injury determined to be of significance, such as:
 - a. Serious illness or injury which requires immediate on-site medical attention;
 - b. Illness or injury requiring off-site treatment by a physician;
 - c. Minor invasive procedures for diagnostic or treatment purposes, when consent is preferred, e.g. biopsies, removal of ingrown toenail, and removal of troublesome wisdom teeth.
 2. **THE ADMINISTRATIVE DESIGNEE/HEALTH UNIT STAFF** shall notify parents or guardians if no health staff is on duty, particularly for emergency off-site procedures.
 3. **THE ADMINISTRATIVE DESIGNEE/HEALTH UNIT STAFF** shall provide alternative means of communication to juveniles and their parents or guardians with disabilities as prescribed in the Americans with Disabilities Act (ADA).
 4. **THE HEALTH UNIT STAFF** shall document date, time, and person contacted into the juvenile's Health Record. If unable to contact juvenile's parent or guardian, documentation shall be entered into the juvenile's Health Record of date and time effort was made to notify parent or guardian.
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